

MSERA Fall Board Meeting
November 8, 2022
Embassy Suites | Little Rock, AR

Officers Present: Kelly Byrd, Adam Elder, Aarek Farmer, Kasia Gallo, Mark Halley, Jessica Herring-Watson, Jane Nell Luster (non-voting), Lisette Manuel, Amanda Mayeaux, Michael Mills, Eric Oslund, Randy Parker (non-voting), Rebecca Robichaux-Davis, Sherry Shaw, Stefanie Sorbet, & Mindy Waldrop

Officers Absent: Melissa Chapman, Teresa Clark, & Randal Wilson

Committee Chairs Present: Tina Allen, Larry Daniel, Nykela Jackson, Rachelle Miller, George Noflin, Franz Reneau, Reglena Salmans, Sunny Styles-Foster, & Rod Uzat

Michael Mills called the meeting to order at 1:05.

President's Report (Michael Mills)

- Michael shared that the previous board meeting minutes were approved by the executive committee.
- He acknowledged the conference taking place in Little Rock after the shift in 2020.
- He offered opening remarks about the importance of MSERA and the special events and meetings that will take place during the conference.

Executive Director's Report (Randy Parker)

- Randy represented MSERA at SRERA in San Diego and Jessica Herring-Watson presented her award-winning paper.
- He attended Ava Pugh's memorial service on behalf of the organization.
- The Foundation voted to spend money to supplement the cost of the meeting to commemorate the 50th (e.g., commemorative mug and coin).
- Randy asked that board members assist with bag stuffing after the board dinner in room 233.
- Room 233 will double as the hospitality suite which will open after the board dinner and after all receptions.

Budget Report (Rebecca Robichaux-Davis)

- Budgeted \$42,500 for the conference, received \$39,920 from registrations, have not received \$4,000 in outstanding unpaid registrations.
- Registrations are up; exhibits and institutional memberships are down from what was hoped for but up from last year.
- Paying 35% service fees to the hotel which are up from the original negotiated contract.
- There are many one-time costs associated with the 50th that the Foundation is covering.
- The Foundation is providing everyone with their first beverage for the Wednesday reception.
- Randy explained that we are spending 50% more on food and beverage than was planned, but the registrations will cover that.
- There is \$24,845.22 in the trust fund and \$9,123.63 in the Foundation checking account.

Annual Meeting Report (Randy Parker)

- Randy shared that it is important people are not participating if they have not registered and paid. Board members are asked to watch for people who do not have nametags and direct them to registration.
- There are new badge ribbons that say “University Student” instead of “Graduate Student.”
- Breakfast is included for those staying in the hotel. Participants not staying in the hotel who want to attend the new member breakfast should see Randy for a ticket.
- Randy asked that board members assist with registration and clarified how the nametag situation will be set up, and Michael shared that it’s a great way to get to know other board members and welcome other members.
- Rebecca asked if nametags have the state on them; Randy confirmed they are on the bottom of the nametag.
- Jane Nell shared that MSERF has money in a separate account that is held in trust in case of emergency separate from their normal account (clarifying Rebecca’s budget presentation earlier).
- Randy shared that the entire cost of the 2021 New Orleans reception was refunded (\$7,500), and that money was used to repay back the Foundation. This gave a \$3,000 surplus.

Program Co-Chair Report (Nykela Jackson & Rachelle Miller)

- Proposal system opened March 11th and after extending the original deadline, a total of 233 proposals were submitted.
- Notifications sent out October 7th.
- There were 208 accepted proposals for a 91% acceptance rate with great diversity across states, institutions, and affiliations.
- They recommended having co-chairs and/or a committee to make the work easier on individuals.
- They also recommended the informational video about session types go up with the call for proposals.
- Shared the difficulty with getting feedback to RIP submissions. Conversation ensued about how to handle that, and further discussion will take place in the spring board meeting.
- One issue with Oxford Abstracts is that a lot of universities directed the emails to spam.
- Rebecca asked the committee to amend the board report to include the presentation from Georgia.

50th Anniversary Highlights (Rebecca Robichaux-Davis)

- An “At A Glance” of events will be distributed with registration materials.
- There will be a 50th celebration table and board members are asked to sign up for shifts.
- Rebecca explained the puzzles that will take place, the special sessions, the reception, the photo booth, and other special commemorative items.
- In total, 30 door prizes will be given out over the course of the conference.
- Randy shared that there will be a heritage display throughout the conference since the time capsule could not be located.

- Randy summarized the program chair session as an example of special sessions for the 50th.

Local Arrangements (Stefanie Sorbet)

- There will be a band for the president's reception.
- Bags will be stuffed after dinner and will include koozies, snacks, rock pins, and visitor's guide.
- The Little Rock Convention Bureau will have a table set up on Wednesday and Thursday from 8-12, and they donated a gift basket.

University Student Advisory Committee (Kelly Byrd & Mindy Waldrop)

- Thanked volunteers and suggested getting a firm committee at the business meeting so they are not scrambling reviewers at the end.
- Proposed changes to the operations manual that will be shared more during the Vice President's report.
- There were more RIP submitters than ever before.
- Conversation took place about adjusting the RIP rubric, possibly to be the same as the regular rubric.
 - There was disagreement between possibilities across board members.
 - Franz suggested exploring the capabilities of Oxford Abstracts to figure out a best path forward.
 - The conversation will continue at the spring board meeting.
- Kelly asked people to attend RIP sessions and be supportive of the students.

Distinguished Awards/Vice President's Report (Sherry Shaw)

- Sherry shared similar concerns as others about needing to improve efficiency of the reviewing process.
- There were several good submissions that were close, but one clear winner per award was selected.

Evaluation Report (George Noflin & Sunny Styles-Foster)

- QR codes for individual session and luncheon session will be available in the rooms and registration tables.
- Michael shared the QR code will also be in the registration bag.

Nominations Committee (Reglena Salmons on behalf of Teresa Clark)

- Reglena shared the timeline for securing nominations for all positions up for election.
- The Tennessee Director will have to be nominated from the floor since it was not able to be included in *The Researcher*.

Technology Committee (Amanda Mayeaux)

- Amanda has adapters if needed.
- She suggested that there needs to be a discussion in the spring about the organization purchasing projectors.

2023 Annual Meeting (Sherry Shaw)

- Want to increase membership and participation from Florida.
- Jane Nell and Franz Reneau shared suggestions for increasing participation.

Future Sites Committee (Randy Parker on behalf of Minadene Waldrop)

- 2024 will be in Chattanooga, and the contract is signed.
- 2025 will be in New Orleans, but a venue is still needed.
- 2026 is an open site to be determined.
- Need a new chair of this committee.

Constitution & By-laws Committee (Rod Uzat)

- Rod presented the changes that were proposed in spring 2021 regarding cloud storage which were sent to the membership with enough time for a vote at the business meeting (Article II, Sections 3, 7, & 8).
- Proposed items for discussion at the spring board meeting: (1) Review the new member states review process, and (2) clarify wording for elected members who live in one state but work in another state.
- Conversation took place about factors to consider for the various possibilities.
- Board members are encouraged to email Rod any suggestions. The committee will draft language for board review and discussion at the spring board meeting.

Membership Committee (Reglena Salmans)

- The committee shared that they worked on emails to members who had attended two or fewer conferences in the past four years.
- They also suggested revisions to the operations manual about the New Member/University Student Breakfast.
- They suggested having a “new member” table at registration.

Institutional Support Committee (Franz Reneau & Rachelle Miller)

- Franz and Rachelle thanked state directors for the work they did, including updating contact information.
- Developed an engagement strategy that resulted in 14 institutional memberships and raised over \$7,000.
- They updated the operations manual.
- They recognized Arkansas for having the most institutional memberships.
- Sherry brought up a concern that the operations manual is not clear about memberships covering conference registration for the conference. Conversation ensued about clarity of communication in the letter and goals for sustained institutional membership. This will be a discussed further in the spring.

The Researcher Report (Tina Allen)

- There are 275 printed programs with 24 full color pages at a cost of \$3,897.78. The cost was \$2,134 last year.
- Tina shared that she has a QR code that allows attendees to share pictures from the conference into a shared Dropbox.

Research in the Schools Report (Eric Oslund)

- The journal is going all online.
- The first issue will be an op-ed about research in the last 50 years and how it has changed.
- The next issue will be the awardees from the past couple of years.
- Reviews for other manuscripts have been underway.

Website Report (Michael Mills)

- There is a new vendor for the website.
- He explained that old versions of *The Researcher* and business meeting minutes will continue to be updated on the website.

MSER Foundation Report (Rebecca Robichaux-Davis)

- The Foundation will meet on Thursday.
- There should be 9 or 10 RIP award recipients.

Historian's Report (Jane Nell Luster)

- There was not a repository of pictures, but there scanned copies of pictures were able to be put together for slideshows throughout the conference.
- Operationally we need to ensure we are keeping things updated in the transition periods.

LDE/SDE Representative's Report (Lisette Manuel)

- Lisette shared she has talked to people about barriers to getting practitioners involved. The most common answers were time off and money.
- She will participate in this year's conference through the lens of a practitioner for ideas for the future.

LERA Representative's Report (Adam Elder on behalf of Kathy Campbell)

- The conference will be held in Lafayette, LA on March 9th and 10th.

State Director Reports

- Florida Director (Mark Halley): He will make a strong push for Florida next year.
- Alabama Director (Kelly Byrd): She expressed gratitude for the timeline for institutional memberships.
- Arkansas Director (Stephanie Sorbet): Echoed the other comments and shared that she updated contact information for the state.
- Mississippi Director (Kasia Gallo): Echoed the other comments and emphasized the turnover in higher education and the importance of keeping records updated.
- Tennessee Director (Eric Oslund): Echoed the other comments and shared that he got an institutional member in Tennessee.

Operations Manual (Sherry Shaw)

- Sherry shared the proposed operations manual changes from herself and others and highlighted rationales for various ones throughout.

- Conversation took place regarding “supporting” versus “jointly coordinating” to membership committee revision. Decision was made to use “jointly coordinating.”
- On a motion by Aarek Farmer and a second by Eric Oslund, accepting typographical and nonsubstantive changes were unanimously approved.
- A discussion took place about repeating information from the bylaws in the operations manual.
 - On a motion by Rebecca Robichaux-Davis and a second by Eric Oslund, it was unanimously decided to separate the operations manual from the bylaws.
- Due to a fire alarm disruption, the remaining changes to the operations manual will be discussed and voted on at the spring board meeting.

On a motion by Eric Oslund and a second by Kelly Byrd, a quorum of voting officers unanimously approved adjourning the meeting at 4:33.